



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY ADMINISTRATOR, ENVIRONMENTAL PROGRAMS	46*	A	6.801

Under administrative direction, the Deputy Administrator, Environmental Programs, directs the activities of multiple bureaus and programs within the Division of Environmental Protection involved in the control of biological and chemical pollutants discharged to the environment, including technical investigations and monitoring, permitting, technical services, compliance and enforcement and planning. Responsibilities include the development and management of program budgets, policy and procedures, and goals and objectives for related programs.

Perform functions involving the application of advanced principles and abstract concepts in the development of solutions to complex environmental and administrative problems impacting the management of major, broad organizational services; oversee the development of long and short range program goals; perform engineering and administrative duties that require decisions and provide control of outcome-based objectives; confer with legislators, executives, officials and regulatory representatives and negotiate solutions to major or controversial issues within policy guidelines.

Supervise and direct the work of professional engineers, environmental scientists and other staff ensuring compliance with program policies and procedures; plan, organize and assign work and provide direction on technical, administrative and policy related assignments; review and evaluate work for accuracy and conformance with established policies and procedures; identify training needs, appraise individual performance and provide technical and regulatory guidance.

Establish environmental program goals and objectives by reviewing State and federal program requirements, determining the community to be regulated, evaluating available resources and setting specific environmental standards to be met in order to optimize resources while meeting State and federal mandates.

Develop policies and procedures on behalf of the administrator for division-wide issues; implement policies and procedures on a bureau wide-basis in order to maximize resources and maintain consistent application of laws, rules and regulations to various environmental programs.

Develop and monitor environmental program budgets; review revenue sources such as fees and grants to ensure adequate revenue to support program requirements while optimizing revenue provided by the general fund.

Provide direction to bureau chiefs and other subordinate employees in terms of program direction and organizational structure; develop policies and procedures and monitor progress to ensure that each bureau is functioning effectively and performing quality work.

Write detailed regulations for approval by the Environmental Commission by evaluating and justifying the need for regulation based on State and federal law; defend proposed regulations at public hearings and before the State Environmental Commission.

Perform related duties as assigned



MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering or the natural or physical sciences and four years of experience supervising regulatory environmental protection programs which included planning, budget development and maintenance, policy analysis and interpretation, and training and supervision of subordinate professional staff; OR an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: organization and management of complex environmental programs; environmental terminology; principles and practices of management and supervision; principles of environmental protection and economics to analyze the impact of bureau decisions on the regulated community; management principles and practices. **Working knowledge of:** industry standards, federal and State laws and regulations. **Ability to:** apply management and conflict resolution techniques to complex environmental and regulatory issues; direct individuals and teams to meet required goals and objectives, set priorities, and track multiple projects and outcomes; communicate technical and environmental information verbally and in writing to subordinates, individuals and groups with varying educational backgrounds; delegate responsibility to appropriate levels; prepare and administer budgets for complex environmental programs; assign, direct and evaluate the work of assigned staff; interview, select and hire personnel; develop and communicate work performance standards consistent with principles of effective management; identify training needs and provide for appropriate training opportunities based on organizational requirements and within budget constraints.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: personal computers and software including data management systems, Geographic Information Systems (GIS), word processing and spreadsheets. **Working knowledge of:** federal and State environmental programs and pertinent codes of federal regulations (CFR), Nevada Revised Statutes (NRS), and Nevada Administrative Code (NAC) pertaining to air and water quality, solid and hazardous waste and procedural requirements; Department of Personnel rules, regulations and principles applicable to hiring, training, performance evaluation and discipline of subordinate staff. **Ability to:** ensure staff decisions are based on sound environmental protection principles and consistent with applicable statutes and regulations; provide oversight to Bureau Chiefs with budget preparation; forecast revenues derived from a combination of State appropriated funds, federal grants, permit fees, and penalties; and track expenditures and make budget adjustments as required..

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.801

ESTABLISHED: 6/25/04PC